

STATE-02

System name :

Board of Appellate Review Records.

System location:

Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

Categories of individuals covered by the system:

Individuals whose appeal in cases involving loss of nationality or the revocation of a passport was decided by the Board of Appellate Review.

Categories of records in the system:

Copies of decisions rendered by the Board of Appellate Review.

Authority for maintenance of the system:

22 CFR 7.1-7.3; 22 CFR 50.60-50.72;

22 CFR 51.90-51.105.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information contained in the system of records is generally used by the Board for its value as a body of precedents and as an analysis of relevant law and regulations. The principal user of this information outside the Department of State is the Department of Justice. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information. The information may be released to members of Congress acting or writing on behalf of the individual. Copies of a Board's decision in an individual case may be made available to a member of the bar or the public under the Freedom of Information Act, unless refusal is authorized by the Privacy Act. Also see ``Routine Uses' paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy.

Retrievability:

By individual name.

Safeguards :

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas,

access to which is limited to authorized personnel.

Retention and disposal:

These records are retained as long as the Board of Appellate Review exists. Thereafter, they will be retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address:

Chairman, Board of Appellate Review, Room 215, Department of State Annex 6, 1700 N. Lynn Street, Arlington, Virginia 22209.

Notification procedure:

Individuals who have cause to believe that the Board of Appellate Review might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he/she wishes the records of the Board of Appellate Review to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the approximate date upon which the Board of Appellate Review decided his or her case involving loss of nationality or the revocation of a passport.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures:

(See above).

Record source categories:

The individual; the Passport Office; Foreign Service posts; Department of Justice; Department of Defense.

Systems exempted from certain provisions of the act:

Certain records contained within this system of records are exempted from 5 USC 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State Rules published in the Federal Register.